


Instructions for setting up a Meet-Me Conference Call on the Cisco IP 7936 Conference Station.


DIAL-IN NUMBER(s): 832-395-1146, 832-395-1147 & 832-395-1148

To Program Dial-In Number:

Press "PHONE" button  to obtain "Dial Tone"

Press "MENU" Button  and a List of Options appears

Press "SELECT" Button  for "Call Functions" and a List of Options appears

Press "SELECT" Button  for "Meet Me" and a box appears indicating "Enter Number"

From the Key Pad enter "51146"

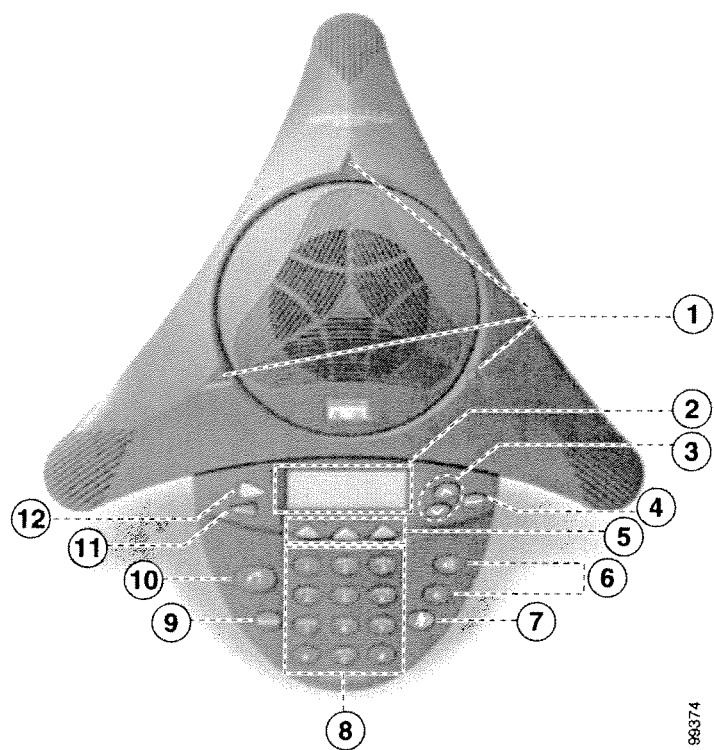
Then the System will automatically connect

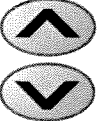

And Participants can now join the conference by dialing into "832-395-1146"

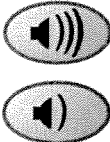


To End:




To end a "MEET-ME" conference, all participants must hang up and then press the "PHONE" Button.

Figure 4 Cisco Unified IP Conference Station 7936—Features and Functions



1	LEDs	<p>Provide call status indicators.</p> <p>Call State Off—All LEDs off.</p> <p>Powering On—Red LEDs on.</p> <p>Ready—All LEDs off.</p> <p>Dial Tone On—Green LEDs on.</p> <p>Dialing—Green LEDs blinking.</p> <p>Connected—Green LEDs on.</p> <p>Mute—Red LEDs blinking.</p> <p>Hold—Red LEDs on.</p> <p>Incoming Call—Green LEDs blink with ring.</p> <p>Ring/Connecting—Green LEDs blinking.</p>
2	LCD screen	<p>Provides a status indicator that reads “Press the Phone Key to get a dial tone” when the IP Conference Station is online and fully operational. In the resting display, the LCD screen shows the date and time, IP address, and local phone number assigned to the IP Conference Station. It also displays the IP Conference Station system status, including configuration and all administrative settings. The LCD screen is backlit.</p>
3	<p>Scroll buttons</p> 	<p>Allow you to scroll through the menus or through an open list in the LCD screen.</p>
4	<p>Select button</p> 	<p>Selects a menu option or list item that is highlighted.</p>

5	Softkeys	<p>Answer—Picks up the current call.</p> <p>CFwdAll—Redirects all of your incoming calls to another number.</p> <p>Confrn—Adds a party to a conference call.</p> <p>Corp Dir—Lets you search a corporate directory for a number to call.</p> <p>EndCall—Ends a call and returns to the resting display or to the active call list.</p> <p>GPickUp—Lets you pick up a call within your group or another group.</p> <p>Hold—Puts the active call on hold.</p> <p>PickUp—Lets you pick up a call within your group.</p> <p>Ph Book—Opens the phone book.</p> <p>NewCall—Lets you dial a new number.</p> <p>Resume—Returns to the selected call on hold.</p> <p>Transfer—Transfers the current call.</p>
6	Volume buttons 	Increase or decrease the volume of the call, speaker, ringer, or dial tone, depending on which sound is currently active.
7	Mute button 	Turns call muting on or off.
8	Keypad	Allows you to dial phone numbers, add or edit phone book entries, and enter other input depending on the menu selected.
9	Redial button 	Automatically redials the last dialed number.

10	Phone button 	Allows you to get dial tone, answer an incoming call, and hang up a call.
11	Exit button 	Returns to the resting LCD screen from a menu, a list, or the phone book.
12	Menu button 	<p>Opens and closes the main menu on the IP Conference Station. The main menu includes the following selections:</p> <p>Call Functions—Opens the call function options, including Meet-me, Park, Pick-up, Group Pick-up, Transfer, Remove Last Participant and Join.</p> <p>Phone Book—Opens the phone book.</p> <p>Settings—Opens the Settings options, including Contrast, Language, Ringer, Time Format, and Date Format.</p> <p>Admin Setup—Opens Admin Setup (requires administrator password).</p>